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Manpower and Organization

**AIR FORCE MATERIEL COMMAND (AFMC)
MANPOWER STANDARDS APPLICATION
AND RESOURCE ALLOCATION**

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This instruction implements AFI 38-201, *Determining Manpower Requirements*. It prescribes guidance for allocating resources as a result of initial implementation/reapplication of Air Force Manpower Standards (AFMS). This AFMCI does not apply to manpower authorizations in the Depot Maintenance Business Area (DMBA), Supply Management Business Area (SMBA), Headquarters, Field Operating Agencies, Special Management Program Element Codes, and Medical functions. This instruction does not apply to the Air National Guard or US Air Force Reserve units and members.

1. General.

1.1. An AFMS is a tool used to determine the amount, grades, and skills of manpower required to accomplish a workload within a function. As valuable requirements determination and resource allocation tools, AFMSs should be continually developed, updated, and applied.

1.2. Manpower resources may not always be available to fully fund manpower requirements. In the event manpower requirements exceed manpower resources, additional manpower resources will not normally be provided. These shortfalls should be identified on unit manpower documents (UMD) as unfunded requirements.

1.3. See the policies and procedures in AFMCPD 500-8, *AFMC Resource Reassignment with Transitioning Missions/Workload*, for transferring/realigning significant workload/functions, such as System Program Offices (SPO), between centers.

2. Initial AFMS Implementation.

2.1. Implement new AFMSs per AFI 38-201, Chapter 1.

2.2. Unless otherwise directed by HQ USAF, the command will retain and reinvest manpower authorizations saved from AFMS implementation. Functional offices of primary responsibility may make recommendations to the appropriate Mission Element Board (MEB) for redistributing authorizations

center-to-center as a result of initial AFMS implementation. However, any center-to-center transfer/leveling of authorizations can only occur in the functional account codes identified within the new AFMS after approval through the AFMC Resource Board.

3. AFMS Reapplication.

3.1. Reapply AFMSs per AFI 38-201, Chapter 1 and as required by changes in mission, significant base population changes, or annually as scheduled by Headquarters Manpower and Organization, HQ AFMC/XPM.

3.2. Fund manpower costs resulting from reapplication of AFMSs from existing center resources. Unless otherwise directed by HQ AFMC, centers retain and reinvest manpower authorizations saved from AFMS reapplication until allocation of the command manpower program. Realignment of the authorizations should occur within the same function first, then the same MEB, and finally within the base.

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